

Request for Qualifications Professional Legal Services

The Kayenta Township, a political subdivision of the Navajo Nation and recognized by IRS as 7871 Municipal Government, is soliciting RFQ's for professional legal services. The selected professional entity or firm (entity) will deliver, provide and perform legal council for the Kayenta Township , which encompasses approximately 3,606.43 acres, more or less, in Kayenta, Navajo Nation (Arizona).

Scope of Services: The successful firm will provide legal support and render opinions on a variety of issues including: Provide legal counsel to the Township on general issues including contracts, written policies and procedures, and recommended changes. Provide legal counsel on other miscellaneous or unusual circumstances including litigation. Must be able to write and interpret ordinance language. Provide legal support and opinions on issues relating to a variety of land use, planning and zoning issues and business site leasing. Provide legal counsel and support on personnel issues or other miscellaneous matters relating to employment. Provide legal counsel and support for collection of unpaid taxes and leasing fees, including litigation if necessary. Provide legal counsel for cases filed at the tribunal. Provide legal counsel and support for court cases, including litigation. Provide legal counsel and support for supplementary legal matters. Review legal descriptions and prepare closing documents.

All responses are to include:

- Availability and ability to perform the work and coordinate and schedule the work with others involved on an issue.
- Ability to communicate and work effectively with Kayenta Township, administration and staff, the Planning Commission and Town Commissioners with respect to any issue or services required.
- Ability to work effectively with other public agencies and legal firms.
- Thorough knowledge of municipal law including ordinances, zoning, planning, assessing, emergency services, sewer and water, business site leasing, taxes and reviewing business site leasing documents.
- Ability to submit legal opinions, reports, and observations in writing in a timely manner to Kayenta Township.
- Ability to attend meetings as requested.
- Qualifications will be considered only from firms or individuals that are well established in an appropriate field, who are financially responsible, and who have the resources and ability to provide the services in a professional and timely manner. The Township may request additional information as deemed necessary. The successful candidate must demonstrate considerable experience in Land Use Law and servicing other governmental entities.
- The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
- Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above.
- A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- An Affirmative Action Statement (copy of form attached).
- A completed Non-Collusion Affidavit (copy of form attached).
- A statement that the proposer will comply with the General Terms and Conditions required by the Township and enter into the Township's standard Professional Services Contract.
- A copy of the proposer's Business Registration Certificate.

Due Date: Five copies of the proposal shall be submitted no later than 5:00 p.m., local time, on December 28, 2015, by personal delivery to the Township Office, ¼ mile north of Highway 163, or by regular mail at the address listed below. For detailed information in regards to this RFQ you may send e-mail inquires to Gabriel Yazzie at gyazzie@kayentatownship-nsn.gov.

Kayenta Township
P. O. Box 1490
Kayenta, Navajo Nation (AZ) 86033

Inquiries may be addressed to Gabriel Yazzie, Town Manager at (928) 697-8451.

The Township will abide by the Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act, and reserves the right to reject any and all bids and to waive any informality.